

(continued)

The City contributes up to \$1,020.96/month for family coverage. Premium costs paid for by the employee above the \$1,020.96 can be made on a pre-tax basis.

■ **Dental Insurance:**

The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/month). Premium costs paid for by the employee for family dental coverage above the \$76.44/month can be made on a pre-tax basis.

■ **Flexible Spending Account:**

Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependent care expenses.

■ **Tuition Reimbursement:**

The City reimburses up to \$1,500 per fiscal year for tuition costs for voluntary off-duty job related courses.

■ **Holidays, Sick Leave, and Vacation Leave:**

The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 6.55 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.

■ **4/10 Work Schedule:**

The standard work schedule for the Records unit is a 4/10 work schedule.

The application process requires submission of the following:

- City Application Form
- Resume
- Supplemental Questionnaire

Complete application packets will be screened according to the criteria described in this brochure. Candidates with the most relevant qualifications will be invited to participate in the selection process. The selection process will consist of a

- Qualifying application review
- Written test (30%) - tentatively scheduled for **August 20, 2015**
- Oral interview (70%)- tentatively scheduled for **September 9, 2015**

**Supplemental Questionnaire**

Writing skills (especially clarity) will be assessed along with the information you provide in determining the best qualified candidates. Only the best qualified candidates will be invited to participate in the exam process. Please respond to the following questions:

1. Do you have supervisory experience in a law enforcement records environment? (*Supervisory is defined as organizing, planning and overseeing day to day operations in a records unit, including supervising staff and evaluating staff work performance.*)

1a. How many years of supervisory experience do you have?

2. Do you have lead work experience in a law enforcement records environment? (*Lead work is defined as having more technical, complex, and/or specialized duties in a records unit, including providing lead direction and training to records staff.*)

2a. How many years of lead work experience do you have?

3. Please describe your supervisory or lead experience in a law enforcement environment.

4. Please describe how you organize your work to ensure that you meet deadlines and changing work demands.

5. Please describe your experience in resolving conflict amongst staff.

6. Are you willing to work:

- a. Rotating shifts?
- b. Day shift 7:00 am to 5:00 pm?
- c. Night shift 12 noon to 10:00 pm?

7. I understand that the typical workweek of four 10-hour days includes weekends and holidays, and that my name will be removed from the eligible list if I am unable to accept working variable shifts.

**Additional Information**

For questions about the application or testing process, please call (310) 618-2915 or e-mail [jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov). Please direct inquiries about the position to Christy Witherspoon, Police Records Administrator, [CWitherspoon@TorranceCA.Gov](mailto:CWitherspoon@TorranceCA.Gov).

Visit [www.TorranceCA.Gov](http://www.TorranceCA.Gov) to find out more information about our community.

As a condition of employment, candidates must pass a thorough background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

CITY OF

TORRANCE



*A Balanced City*

Invites your interest in the position of:

**Police  
Operations  
Supervisor  
(Records)**

**Application &  
Selection Process**

Interested candidates are required to apply on-line at [www.TorranceCA.Gov/523.htm#](http://www.TorranceCA.Gov/523.htm#).

The application filing period opens **Thursday, July 9, 2015, 7:30 a.m.** and closes **Thursday, July 30, 2015, 5:30 p.m.**

Candidates with disabilities who require special testing arrangements must contact the Human Resources Department prior to **July 30, 2015**.





## The Community

The City of Torrance, located in Los Angeles County's South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a ¾ mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California's major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 6th largest city within Los Angeles County California. Due to its large employment base, the community's daytime population is significantly higher than the permanent population peaking at 200,000. The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the "theatre-in-the-round" Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community's cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community's population is culturally diverse as shown by the school district's estimate that its students speak over 80 languages. Contributing to this diversity are world class international companies such as Toyota Motor Sales, U.S.A., American Honda Motor Company, Robinson Helicopter, Panasonic and Virco Manufacturing, each of which call Torrance home. Four major

shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and refurbishment.

Approximately 1000 new homes have been constructed in Torrance during the past three years. Home prices range from \$500,000 to over \$1 million, which include condominiums, patio homes and single family homes.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

## City Government

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, a City Attorney, and members of 14 advisory commissions, boards, and council. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual budget of approximately \$200 million and a staff of over 1200 organized in 13 departments: City Manager, City Attorney, City Clerk, City Treasurer, Community Services, Communications and Information Technology, Community Development, Finance, Fire, General Services, Police, Public Works, Transit. The City Clerk and the City Treasurer are elected positions. The City Manager and the City Attorney report directly to the City Council.

## Police Department

The mission of the Torrance Police Department is to preserve public safety and quality of life for the City of Torrance, to respond effectively to the

changing needs of the community, and to promote mutual respect between the Police Department and the people we serve. The Department's primary concern is community safety. With the support of over 300 employees and a budget of \$67 million, Torrance Police Department is touted as one of the safest cities in the country.

## The Position

The Torrance Police Department's Records Section prides itself as an organization that is committed to delivering business outcomes and services through teamwork, collaborative relationships, accountability, strong work ethics, and integrity. As such, the successful incumbent will have demonstrated the ability to develop a productive workforce, coach staff in skill development, resolve conflicts, and manage and coordinate projects across departments.

In partnership with the Police Records Administrator, this position plans, directs and supervises the operations of the Records Section. This section is staffed with two supervisors and 15 Records Technicians. The primary responsibilities & priorities for the Supervisor are:

- Organizes, plans, and oversees the day-to-day operations of an assigned section;
- Supervises staff; including instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed;
- Implements and maintains operational procedures consistent with established practices and Government/

Penal Code requirements;

- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff;
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency;
- Receives and responds to difficult customer service inquiries and complaints;
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City;
- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

## Candidate Profile

The successful incumbent finds reward in coaching and integrating the skills of a productive team, fostering ideas, managing multiple projects,

and takes pride in accomplishing business outcomes in a fast paced work environment.

## Qualifications

Any combination of education/ experience that would be equivalent to: Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment.

A valid California Motor Vehicle Operator's License (Class C) of the appropriate class or grade.

Within one (1) year of appointment the incumbent must complete the following courses:

- A basic supervisory course;
- POST Records Supervisor course;
- Public Records Act course;
- CLETS Basic course; and
- CLETS Training for Trainers

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

## Professional Attributes

A successful candidate possesses the following attributes:

- Proactive & Solution-Oriented
- Experienced in a law enforcement environment and familiar with the structure, values, policies, and rules.
- Knowledgeable in current supervision principles, practices, and techniques.
- Effective written and oral communication skills
- Outstanding interpersonal skills
- Ability to resolve conflict amongst staff
- Cooperative relationship building style

## Compensation & Benefits

- **Monthly Salary Range:** \$4,602-\$5,872.53 on a six step pay range. 7.5% premium pay for day shift in a lead capacity and 2.5% Certification Pay for POST Records Supervisor Course. Appointments are typically made at the first step, depending on qualifications.
- **Retirement :** Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Classic members receive the 2% @55 formula and new members or returning members with a break in service greater than six months will receive the 2% @ 62 retirement formula. Employees hired after January 1, 2013, will contribute to CalPERS through a payroll deduction.
- **Social Security And Medicare:** Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare.
- **Voluntary Deferred Compensation:** The employee has the option to participate in the City-administered deferred compensation plan consisting of a 457 plan.
- **Life Insurance:** The City pays the premium for \$50,000 group term life insurance and \$50,000 for accidental death and dismemberment coverage. Supplemental coverage is also available.
- **Short-term/Long-term Disability:** The City pays 100% of the premium which offers up to 2/3 income protection.
- **Health Insurance:** The City provides health insurance (HMO or PPO) through CalPERS.

(Compensation & Benefits continued on back page)